

DPD**Director's Rule 20-2015**

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Subject: Requirements for Transitional Encampments	Code and Section Reference: SMC 23.42.054, 23.42.056, and Sections 8 and 9 of Ordinance 124747											
	Type of Rule: Code Interpretation and Procedural Rule											
	Ordinance Authority: SMC 3.06.040 and 23.88.010.A											
Index: Land Use Code/Technical Standards and Procedural Requirements	<table border="0"><tr><td>Approved</td><td>Date</td></tr><tr><td colspan="2"> <hr/></td></tr><tr><td colspan="2">Diane M. Sugimura, Director, DPD</td></tr><tr><td colspan="2"> <hr/></td></tr><tr><td colspan="2">Catherine Lester, Director, HSD</td></tr></table>		Approved	Date	 <hr/>		Diane M. Sugimura, Director, DPD		 <hr/>		Catherine Lester, Director, HSD	
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PURPOSE

Seattle City Ordinance No. 124747 authorized “transitional encampments” for homeless persons as a permitted “interim” use on City-owned property, private property, and educational Major Institutions according to the standards in Seattle Municipal Code (SMC) Section 23.42.056. Section 23.42.056.A requires the Directors of the Department of Planning and Development (DPD) and the Human Services Department (HSD) to adopt a joint rule establishing requirements for community outreach, encampment operations standards, and permit process requirements for new transitional encampments on any selected site meeting the requirements of the regulation. This rule outlines the respective roles and responsibilities of HSD and DPD. Part

I of the rule describes the HSD role and Part II sets forth the permitting and oversight responsibilities of DPD.

Background

The transitional encampment program will provide a safe outdoor location for people who are unsheltered by creating a temporary community that is supported with human services, community engagement, and movement to stable housing. Occupancy at an encampment site will not exceed 100 residents. When the encampment reaches a maximum capacity of 100 residents, the operator will refer any new applicants to other shelter and service programs. The encampment program is intended to operate as a temporary living environment, and is not intended to provide a medium or long term living option for residents.

The program will include a formal intake process to identify resident strengths and needs, and connect them to services. Encampment residents will access services on- and off-site, and participate in activities designed to build independent living skills, increase income, build financial empowerment skills, and promote health and well-being. It is the expectation that the governance structure of the encampment will allow residents opportunities to be active in contributing their time and talents to work on day-to-day operations. Residents will create a personal transition plan, and set and achieve individual goals to build on their strengths and address and eliminate barriers around housing and economic stability.

Each transitional encampment will be required to file an application with DPD for an interim use permit, for a term of one year with option to renew for one additional year. The application will require filing of a DPD plan cover sheet and site plan, as well as any additional information deemed necessary to complete the plan review and support issuance of a permit.

HSD and DPD will work closely with the operator throughout the process of establishing an encampment site on City property. **A point person in each department will be identified.**

RULE

I. Human Services Department

A. Roles and Responsibilities of the Human Services Department

The Human Services Department (HSD) will be available for technical assistance. HSD will also review and approve the outreach, management, operations, and services plans which will be submitted as part of the permit application.

B. Roster of Authorized Encampment Operators:

- Nickelsville
- SHARE/WHEEL

C. Encampment Equity Goals:

Equity goals will be included in future Request for Qualification processes for authorized encampment operators. A baseline of demographic characteristics of encampment participants will be developed in the first year of encampment operations, and equity goals will be based on an analysis of this data.

D. Cultural Competency:

The operation, management, and provision of services must be culturally and linguistically appropriate, and include the capacity to effectively serve and engage people of diverse backgrounds.

E. Governance:

The City will require the transitional encampment operator to develop and implement a formalized governance structure, which should include working with residents to implement site/program operations in which residents are active in contributing their time and talents to work on the day-to-day management of the encampment site and the community in which they live. The governance/management model should create a shared power and decision making structure where residents participate in the adoption and enforcement of policy, assist with security and property maintenance (including the surrounding area), and share experience and expertise with their peers. These experiences are intended to promote balanced and shared power, and skill development in conflict resolution, communication and leadership.

All residents are expected to be good neighbors. Residents will receive an orientation during enrollment that defines expectations of conduct. Residency is contingent upon agreement to the expectations. The operator and the governance structure will be responsible for providing support to residents to ensure that they are successful in meeting the expectations of conduct. Residents who are unable or unwilling to maintain their commitment may not be allowed to remain at the site. In the event that residency is terminated, the operator will help the individual to connect to appropriate services.

F. Required Data Collection and HMIS Participation

HSD requires a high level of reporting, transparency and accounting for program services and funding from authorized operators receiving City funding. The authorized encampment operator(s) will be required to adhere to all data collection and reporting requirements with accuracy and timeliness.

1. Homeless Management Information System (HMIS) Participation: The operator will be required to enter client and program data in Safe Harbors HMIS. The program will be expected to provide universal data elements necessary for Seattle to comply with federal funding requirements. Client data will be entered directly into Safe Harbors. Payment may be suspended if data collected is not accurate and entered in a timely manner.

2. Encampment Assessment: The operator, residents and HSD will work collectively to evaluate outcomes and the effectiveness of overall program plan quarterly, including feedback and suggestions from the community, residents, and

operator's staff regarding the success and viability of the program. The assessment and evaluation will inform strategies to enhance program operations and develop plans for successfully exiting all residents to stable housing.

Information to be collected shall include:

- The number of adults and minors occupying the encampments
- The number of encampment occupants accepting or declining offers for human or social services
- Where the occupants previously lived and where they are expected to go after leaving an encampment
- Race/Ethnicity

G. Community Outreach Standards

The encampment operator will comply with community outreach standards before filing a transitional encampment interim use permit application with the Department of Planning and Development for either a new transitional encampment or relocation of an existing transitional encampment.

The operator will convene at least one public meeting in the neighborhood where the transitional encampment interim use is proposed to be established, **at least 14 days prior to applying for a permit.**

Written notice will be provided to all businesses, property owners, and residents within 300 feet of the proposed site. Notices will include:

- The name of the authorized encampment operator and contact information (name, phone number and email);
- The purpose of the community meeting;
- The location, date, and time of the community meeting;
- A basic description of the purpose of the encampment, the maximum number of residents, and the facilities and services provided; and
- The responsibilities of encampment occupants in the neighborhood.

The community meetings will allow time for questions and feedback and include information about:

- People who will reside in the encampment;
- Management and maintenance of the encampment along with safety and security measures;
- Grievance policies;
- Encampment operator history and experience;
- Descriptions of partner agencies and organizations; and
- A list of phone numbers to call with complaints, suggestions, and concerns.

Once the encampment is established, the operator will be responsible for maintaining open communication with neighbors, ensuring compliance with neighborhood

agreements, if any, and developing a grievance procedure for both community members and encampment residents.

H. Community Advisory Committee

Following the public meeting, the encampment operator will establish and convene a Community Advisory Committee to provide advisory input on proposed encampment operations including identifying methods for handling community complaints or concerns relating to the facility or facility clients. The committee will include one individual identified by each stakeholder group in the geographic area where the proposed encampments would be located as best suited to represent their interests. The committee will consist of no more than seven members. Encampment operator representatives will attend committee meetings to answer questions and provide regular reports to the committee concerning encampment operations. City staff may attend the meetings.

I. Operations Standards and Plan

1. Operations Funding and Site Management:

a. Operating Budget: The operator will develop an annual operating budget for the program. The budgets should include all revenue sources committed and anticipated for the program and any plans for fundraising. The operating budget will be included as part of the lease agreement.

b. Fund Development Plan: HSD expects that City resources contributed to the encampment will leverage other public and private funds. The operator will be required to secure non-City financial and in-kind resources to support the encampment and its operations. HSD will require the operator to submit a Funding and Resource Development Plan which outlines milestones and a schedule for leveraging other funding at time of application.

c. Management Plan: The operator will assume responsibility for management, maintenance, operations, and security at the site, including enforcement of procedures and protocols for the safety and welfare of the residents, staff and any volunteers at the transitional encampment. The management plan will describe the governance model the program will be operated under, which should include working with residents to implement site/program operations. The management plan should also outline goals and plans for connections with community resources, and plans for on-going community engagement.

The management plan will make provisions for site/program operations including security, enforcement, evacuation, accessibility, fire prevention and other standards appropriate for health, welfare and safety. The plan will also include a resident code of conduct, resident rights, and a resident and community grievance policy.

d. Services Plan: Program services to be provided during business hours defined by the operator will include: (a) provision of information and referral services; (b) provision of or referral to showers, laundry and secure accommodations for residents to store personal belongings during their stay;

(c) provision of or referral to food service; and (d) provision of or referral to crisis intervention services.

Resident Support:

Encampment residents will have access to on-site and off-site services and resources that will provide assistance in helping to create a personal stability and transition plan to identify participant strengths and barriers, and develop the skills necessary to obtain and maintain stable housing.

Service Coordination:

The operator will work with social service agencies to provide outreach and engagement services to residents. Social service agencies and support from peers in the encampment will work in concert to provide support and encouragement to assist residents to develop a personal stability and transition plan, identify strengths and barriers, and provide referrals to critical services, including shelter, transitional/permanent housing, hygiene and day centers, benefit assistance, medical/dental/mental health services, chemical dependency treatment, literacy/training materials and employment. This includes building partnerships with local homeless and housing providers to further ensure that services are available on-site to respond to the comprehensive needs of clients and support participants in realizing success and overcoming obstacles to personal empowerment and housing stability.

2. Site maintenance

The encampment site will be maintained in accord with Public Health – Seattle & King County environmental health standards.

3. Public health and safety goals

The operator will be responsible for ensuring efficient oversight during all hours of operation to include maintenance of hygiene and kitchen facilities, ensuring proper health and safety practices are followed regarding food handling, and storage of personal items and that cleaning and disinfectant products are stocked and properly used.

4. Populations to be served

The encampment must serve homeless persons who do not have primary indoor shelter and lack the resources and support necessary to sustain stable housing.

- (a) The encampment will allow families with children and adults who are 18 years of age and older as residents.
- (b) Unaccompanied minors will **not** be allowed to reside at the encampment.
- (c) Vulnerable populations: The program will find suitable indoor shelter or alternate placement for encampment residents who are considered highly vulnerable, including women who are pregnant, families with young children, and persons with severe disabilities and/or chronic health conditions.

Criminal history background checks will be completed as part of the intake and assessment process within the first 7 days of camp entry.

J. Goals for Encampment Participants

The goals of the transitional encampment program are to provide a safe, healthy, and supportive interim living environment and help participants obtain and remain in stable housing and achieve greater self-determination. During each program year, the operator and its partners will be required to report on resident progress towards these goals, as outlined in the lease agreement.

1. Program Enrollment, Assessment and Services:

- Encampment participants complete Safe Harbors intake within seven days.
- Participants create an individual plan which includes specific, measurable goals to obtain stable housing and increase income within 15 days of program entry.

2. Skills and Income:

Participants engage in activities such as education, employment, or volunteer opportunities that build skills and experience and increase the income potential of residents.

3. Housing Placement Outcomes:

After 90 days of program entry, residents will take actions toward obtaining stable housing.

4. Residential Stability:

Residents will move from the encampment into stable housing within 12 months of program entry.

K. Eligible Costs and Reimbursement or Vendor Payment:

Eligible expenses for Authorized Encampment Operators will be reimbursed through an established list of vendors available to support encampment sites. HSD will either directly contract with or reimburse these vendors. Reimbursement for vendors could be through (1) an interdepartmental agreement with other City departments for funds transfer, or (2) utilizing a vendor service agreement, either through direct contract or reimbursement.

Expenses eligible for reimbursement include:

Costs associated with the encampment infrastructure and health, such as:

- Portable Toilets
- Hand-wash stations
- Construction material such as crushed rock, wood chips, pallets and cinder blocks
- Storage containers, for personal belongings and for food storage
- Office supplies

- Pest control
- Fire Extinguishers
- Garbage, compost and recycling removal

Other costs associated with the operations of the encampment, as approved by HSD. The proposed costs for reimbursement will be outlined in the encampment budget which will be submitted with the permit application. Costs not listed in this budget and approved by HSD/DPD will not be eligible for reimbursement

Expenses that will not be eligible for reimbursement: It is the expectation of HSD that the encampment operator will secure funding outside of the City of Seattle General Fund in order to pay for program costs not eligible for reimbursement. Costs not eligible for reimbursement include:

- Program Staffing
- Transportation
- Tents or materials for development of temporary structures
- Liability insurance
- Food service
- Collection fees
- Cell phones
- Wifi
- Camp kitchens

II. Department of Planning and Development

A. Location requirements

1. Transitional encampments shall meet the location requirements of Section 23.42.056.B.

B. Permit application, plan submittal and site review process

1. To support an application to DPD for an interim use permit, an encampment operator or its representative shall submit a standard DPD cover sheet and a complete site plan meeting DPD minimum requirements for plans as set forth in Tips 103, 103A, and 106, to the extent that the requirements are relevant to an encampment site plan.
2. All encampment plans shall provide sufficient information to show an arrangement of shelters and services, including but not limited to meal preparation areas and bathroom facilities, which meet the standards set forth in Section 23.42.054.B.
3. At the time of application, the encampment operator or its representative shall provide information sufficient to demonstrate that the Human Services Department requirements in Part I of this Director's Rule have been met.
4. If a proposed site is City-owned property, the encampment operator or its representative shall submit the following standard DPD forms with their plan and cover sheet: Preliminary Application Form (PAF)/Counter Application, Statement of Financial Responsibility/Agent Authorization. The forms may be downloaded at the following link, <http://www.seattle.gov/dpd/permits/forms/default.htm>.
5. If a proposed site is privately owned property, a Pre-Application Site Visit Request (PASV) form may be required in addition to the forms in Part II.B.4 of this rule. The PASV form is also available at the link above.

C. Renewal of Transitional Encampment Interim Use Permit

Section 23.76.032.C.4 provides that a transitional encampment interim use permit may be renewed one time for up to one year. To apply for renewal, the encampment operator or its representative shall submit the form for a Request to Renew, Revise or Extend a Master Use Permit to the DPD Applicant Services Center, 700 Fifth Avenue, Suite 2000, P.O. Box 34019, Seattle, WA 98124-4019. This form is available at <http://www.seattle.gov/dpd/permits/forms/default.htm>.